

**OAK RIDGE OPERATIONS OFFICE
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
NOMINATION FOR EMPLOYEE(S) RECOGNITION**

1. AWARD NOMINEE(S): _____

2. ORGANIZATION: _____

3. CURRENT TITLE, SERIES, GRADE: _____

4. AWARD TYPE:

_____ ON-THE-SPOT \$: _____ (ORO \$50 - \$500) (OSTI \$25 - \$500)

_____ TIME OFF: # OF HOURS _____ (see award scale)

_____ SPECIAL ACT OR SERVICE: RECOMMENDED \$: _____ (see award scale)

_____ MANAGERIAL/SUPERVISORY PERFORMANCE AWARD: RECOMMENDED %: _____

_____ QUALITY STEP INCREASE (QSI):

A. RECOMMENDATION COVERS SERVICE FROM: _____ TO: _____

B. HOW LONG IN POSITION AND GRADE RECOMMENDATION IS FOR: _____

C. DUE DATE OF NEXT REGULAR WITHIN GRADE INCREASE: _____

D. CURRENT STEP: _____

E. DATE OF LAST QSI (IF ANY) _____

5. COST CENTER/

B&R CODE: _____ FUNDS AVAILABLE: _____
SIGNATURE & ROUTING SYMBOL OF FUNDS CERTIFYING OFFICIAL

6. RECOGNITION JUSTIFICATION ATTACHED: _____ YES _____ NO

7. CERTIFICATE WORDING ATTACHED: _____ YES _____ NO

8. _____
Recommending Official's (Name, Title, and Signature) Date

9. _____
Award Nominee's Supervisor's Approval, if not listed above (Name, Title, and Signature) Date

10. _____
Final Approving Official, if required (Name, Title, and Signature) Date

Personnel Official Signature

Date

EFFECTIVE DATE OF AWARD

PRIVACY ACT STATEMENT: Title 5 U.S.C., Chapter 45, Incentive Awards, authorizes solicitation of this information. The information will be used by the agency to determine employee's eligibility for an award under 5 U.S.C., section 4505 and 4507. This information may be shared with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. The Social Security Number (SSN) is requested under the authority of Executive Order 9397 (11/22/43) for the orderly administration of personnel records. Submission of the SSN is voluntary and failure to furnish the SSN on this form will have no effect on the award. The personal information obtained from this form will be maintained in system of record DOE-1, DOE Personnel and General Employment Records.

**OAK RIDGE OPERATIONS
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
EMPLOYEE SUGGESTION RECOGNITION**

1. BASIS. Recognition of a constructive idea that, when officially submitted in writing and adopted by management, directly contributes to the economy, efficiency, or increased effectiveness of Government operations or achieves a significant reduction in paperwork, man-hours, resources, etc.
2. ELIGIBILITY. Any Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) employee.
3. RECOGNITION AMOUNT. Award amount will be determined by applicable recognition scale for the type of recognition given. For example, if the employee is to receive time off as recognition for an adopted suggestion, the Time Off recognition scale will be used to determine the recognition amount. If the employee is to receive cash, then the appropriate recognition scale for either Tangible or Intangible benefits is to be used.
4. RECOMMENDING AND APPROVING OFFICIALS.

ORO: The Assistant Manager or his/her designee, whose organization will be responsible for implementation of the suggestion, if adopted, will be responsible for: (1) reviewing the suggestion; (2) recommending approval or disapproval; (3) determining the award amount; and (4) verifying that funds are available if recognition is monetary.

The Manager, ORO, will approve or disapprove adoption of the employee suggestion.

OSTI: The Assistant Director, or his/her designee, whose organization will be responsible for implementation of the suggestion, if adopted, will be responsible for: (1) reviewing the suggestion; (2) recommending approval or disapproval; (3) determining the award amount; and (4) verifying funds are available if recognition is monetary.

The Director, OSTI, will approve or disapprove adoption of the employee suggestion.

5. PROCEDURES AND RESPONSIBILITIES.

- a. ORO: Employees will submit their suggestions in the format described in "b" below to the Personnel and Management Analysis Branch (PMAB). The PMAB will: (1) record receipt of the suggestion; (2) determine if the employee has already received any form of recognition for the suggestion; (3) initiate the Employee Suggestion Evaluation Form and complete the appropriate portion; and (4) forward the Form along with the employee's suggestion to the Assistant Manager whose organization will be responsible for implementation, if adopted, for evaluation.

The PMAB will also notify the employee when the suggestion has been forwarded to the appropriate Assistant Manager.

OSTI: Employee will submit their suggestions in the format described in "b" below to the Assistant Director for Administration and Information Services (ADAIS). The ADAIS will: (1) check with the PMAB to determine if the employee has already received any form of recognition for the suggestion; (2) initiate the Employee Suggestion Evaluation Form and complete the appropriate portion; and (3) forward the form along with the employee's suggestion to the Assistant Director whose organization will be responsible for implementation for evaluation, if adopted.

The ADAIS will also notify the employee when the suggestion has been forwarded to the appropriate Assistant Director.

**OAK RIDGE OPERATIONS
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EMPLOYEE SUGGESTION RECOGNITION
(continued)**

- b. Employees submitting suggestions for consideration must do so in writing and include the following information:
 - 1. Suggestor(s)' name, title, and organization
 - 2. Title of suggestion
 - 3. Reason for suggestion
 - 4. Benefit of suggestion and impact
 - 5. Organization responsible for implementation
- c. Within 30 days of receipt of the suggestion, the appropriate Assistant Manager, ORO, or the appropriate Assistant Director, OSTI, will review the suggestion and recommend either adoption or non-adoption to the Manager, ORO, or the Director, OSTI, as applicable.
- d. ORO: If additional time is needed in order to make a decision regarding the recommendation of adoption or non-adoption, the PMAB will be notified in writing; e.g., by e-mail, the reason for the needed additional time and the anticipated date of decision regarding the recommendation. The PMAB will then notify the employee of the anticipated date.

OSTI: If additional time is needed in order to make a decision regarding the recommendation of adoption or non-adoption, the ADAIS will be notified in writing; e.g., by e-mail, the reason for the needed additional time and the anticipated date of decision regarding the recommendation. The ADAIS will then notify the employee of the anticipated date.
- e. ORO: The Planning and Budget Division will be responsible for certifying that funds are available for monetary employee suggestion recognition.

OSTI: The ADAIS will be responsible for certifying that funds are available for monetary employee suggestion recognition.
- f. If the Assistant Manager, ORO, or the Assistant Director, OSTI, recommends that the suggestion not be adopted, he/she will provide written reasons to the Manager, ORO, or Manager, OSTI, for the recommendation of non-adoption of the suggestion. PMAB will notify the employee(s) of the disposition of the suggestion.
- g. ORO: The approved employee suggestion along with the Employee Suggestion Evaluation Form will be forwarded to the PMAB. The PMAB will: (1) review the nomination for regulatory compliance; (2) work with the employee(s)' supervisor to have the nomination entered into the CHRIS Workflow system; (3) prepare an SF-50, Notification of Personnel Action; and (4) prepare an award certificate. The SF-50 will be provided to the recommending Assistant Manager for presentation to the recipient.

OSTI: The approved employee suggestion along with the Employee Suggestion Evaluation Form will be forwarded to the PMAB. The PMAB will: (1) review the nomination for regulatory compliance; (2) work with the employee(s)' supervisor to have the nomination entered into the CHRIS Workflow system; and (3) prepare an SF-50, Notification of Personnel Action. The SF-50 will be provided to the recommending ADAIS for presentation.

**RECOGNITION SCALE FOR TANGIBLE BENEFITS FROM SUGGESTIONS, INVENTIONS,
AND SPECIAL ACTS OR SERVICES**

Estimated First-Year Benefits
to Government

Amount of Award

Up to \$10,000

20% of benefit

\$10,001 - \$100,000

\$2,000 for the first \$10,000 plus 3% of
benefits over \$10,000

\$100,001 or more

\$4,700 for the first \$100,000 plus 0.5% of
benefits over \$100,000

1. The minimum award for tangible benefits may be granted only when the benefits reach or exceed \$500.
2. Awards in excess of \$10,000 must be certified to the Office of Personnel Management for approval.

**RECOGNITION SCALE FOR INTANGIBLE BENEFITS FROM SUGGESTIONS, INVENTIONS,
AND SPECIAL ACTS OR SERVICES**

Value of Benefit		Extent of Application		
	Limited	Extended	Broad	General
	Affects function, mission, or personnel of one office, facility, installation, or an organizational element of headquarters (e.g., Division or Branch). Affects a small area of science or technology.	Affects function, mission, or personnel of several offices, facilities, or installations (e.g., more than one Division or Branch). Affects an important area of science or technology.	Affects functions, mission, or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau (e.g., ORO, OSTI). Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or an entire department or large independent agency (e.g., DOE, NNSA) or is in the public interest throughout the Nation or beyond.
MODERATE VALUE – Change or modification of an operating principle or procedure which has moderate value, sufficient to meet the minimum standards for a cash award. An improvement of rather limited value of a product, activity, program, or service to the public.	\$50 - \$120 (compare with \$600 - \$1,200 tangible benefit)	\$120 - \$300 (compare with \$1,200 - \$3,000 tangible benefit)	\$300 - \$600 (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200 (compare with \$6,000 - \$12,000 tangible benefit)
SUBSTANTIAL VALUE – Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.	\$120 - \$300 (compare with \$1,200 - \$3,000 tangible benefit)	\$300 - \$600 (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200 (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000 (compare with \$12,000 - \$72,000 tangible benefit)
HIGH VALUE – Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, program, or service to the public.	\$300 - \$600 (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200 (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000 (compare with \$12,000 - \$72,000 tangible benefit)	\$3,000 - \$6,000 (compare with \$72,000 - \$423,000 tangible benefit)
EXCEPTIONAL VALUE – Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$600 - \$1,200 (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000 (compare with \$12,000 - \$72,000 tangible benefit)	\$3,000 - \$6,000 (compare with \$72,000 - \$423,000 tangible benefit)	\$6,000 - \$12,000 (compare with \$432,000 - \$1,632,000 tangible benefit)

1. The minimum award for intangible benefits must require a comparably high standard in determining cash awards for contributions with intangible results. The value to the government must be comparable to those contributions receiving equivalent awards on the basis of tangible results.
2. Individual awards in excess of \$7,500 must be approved by the Secretary of Energy.
3. Awards in excess of \$10,000 must be certified to the Office of Personnel Management for approval.